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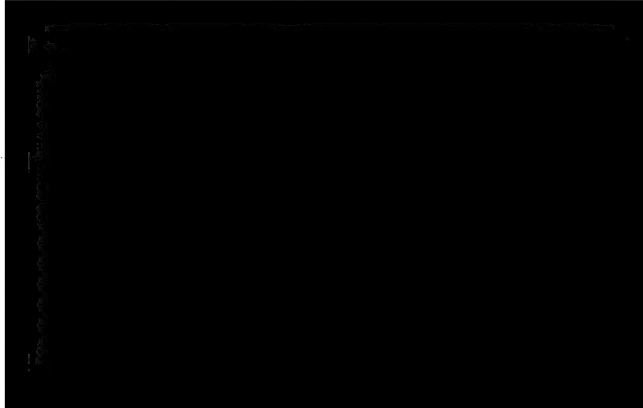
*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, D/S

DATE: 3 July 1953

FROM : Chief, S/TR

SUBJECT: Recommendations for Organization and Personnel of S/TR



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25X9A2 25X9A2

25X1A9a

25X1A9a Of the [redacted] are already on duty, and [redacted]  
 25X1A9a and [redacted] should EOD within a few weeks. One vacancy was held  
 for [redacted], whose status is still uncertain.

25X1A9a 2. The impending departure of the Branch Chief, on September 30,  
 25X1A9a and the resignation of [redacted], effective in July, will result in  
 25X1A9a two vacancies. [redacted] accession as Branch Chief will leave a  
 GS 14 slot. [redacted] is a GS 13.

25X1A9a To fill these vacancies and reorganize the Branch, the following  
 steps are recommended (it being assumed that [redacted] will become 25X1A9a  
 Branch Chief (GS 15) and [redacted] will enter the Branch):

25X1A9a

25X9A2 a) Transfer [redacted] in his present grade (GS 14) to the  
 25X1A9a position of Deputy Branch Chief. Proper supervision of the work of  
 [redacted] analysts plus normal administrative routine of a Branch is more  
 than one man can adequately handle; a deputy branch chief is needed.  
 [redacted] has done an outstanding job as senior analyst. He should  
 now have his merited opportunity to acquire administrative and super-  
 visory experience to qualify for further advancement in the agency.  
 He could get this training in the post of deputy branch chief, while  
 S/TR would still have the benefit of his special knowledge and ex-  
 perience in his present field, in the training of his successor and  
 the junior analysts.

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b) Transfer [redacted] as GS 14 (assuming his willingness to accept this grade) to succeed [redacted] as Section Chief of the rail section and head of research on railroads of the USSR. [redacted] is a good research man, has had much experience in the agency, knows a good deal about railroads from service both within and outside the Agency, and would probably do a good job in such a position, with day-to-day supervision. Whether he would accept GS 14 is not known, as the step here proposed has not been discussed with him. 25X1A9a 25X1A9a

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c) Transfer [redacted] to succeed [redacted] in charge of research on railroads of the European Satellites. [redacted] is now GS 9; his early promotion to GS 11 is recommended. Although he has been in S/TR only since 1 January, he has already demonstrated a quick alert mind, capacity to learn, and a high degree of zeal, diligence and effectiveness. The recommended promotion would encourage his further development, for which he is believed to have demonstrated his aptitude. 25X1A9a 25X1A9a

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25X1A9a d) Assign [redacted] in GS 7, as junior analyst to assist [redacted]

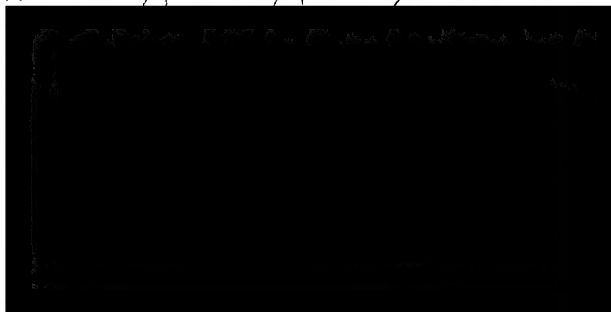
e) Find a recruit, as GS 7, 9, or 11, depending upon qualifications, to work on China railroads, replacing [redacted] while the latter is detached for language training, and continuing in that work when [redacted] returns. 25X1A9a

25X1A9a

The foregoing recommendations would produce, as of 1 October, a Branch organization as shown on Organization Chart attached. Such an organization would effectively cover the fields of responsibility of S/TR while recognizing demonstrated ability and providing training for the further development of analyst capabilities. Thus it both provides for the present and looks to the future of Agency human resources. Although several positions would be filled at grades lower than those authorized, this is believed to be desirable in an organization so largely composed of new people; it allows opportunity for observation of performance, with failures at low grades and opportunity for promotion where deserved. *eliminated*

These recommendations represent the joint views of the Branch Chief and Deputy Branch Chief and have the full concurrence of both in every respect.

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